



City of Fort Worth
Development Services Department
200 Texas Street | Fort Worth, Texas 76102
Phone: (817) 392-2222

Submittal Requirements for Residential Remodels

1. FLOOR PLAN (Proposed and Existing)

- a. All rooms must be labeled. Any room labeled as a bonus rooms will be inspected as a bedroom.
- b. Window and door sizes need to be marked or provide a schedule.
- c. Note the square footage of each floor.

2. MECHANICAL / ELECTRICAL / PLUMBING (MEP) PLANS (If altering these components)

Mechanical Plans should include unit location, duct/vent sizes, and all exhaust vents **Electrical Plans** should include location of all outlets and switches, GFI outlets identified, location of all smoke and carbon monoxide detectors. **Plumbing Plans** should include supply line size from water meter, sizes to all fixtures, drain line sizes at all fixtures throughout the house, sewer and vent sizes, gas line sizes if applicable

WINDOWS, SIDING, ROOF REPAIR, FOUNDATION REPAIR, SOLAR PANELS

- 1. Windows** – Indicate which windows are being replaced and number of windows.
- 2. Siding** – Indicate where siding is being replaced.
- 3. Roof Repair**
 - a. If changing the pitch of the roof, provide construction plans and elevation drawings
- 4. Re-Roof**
 - b. If scope of work involves changing out the decking/sheathing and shingles; submit a building permit application with detailed scope of work.
 - c. If scope of work involves shingle replacement only, no permit is required.
- 5. Solar Panels**
 - a. Engineered Structural Letter
 - b. Site Plan showing Solar Panels location
 - c. Must have an *issued* Electrical Standalone Permit
- 6. Foundation Repair**
 - a. Engineered Foundation Plans
 - b. Engineered Structural Letter



City of Fort Worth
Development Services Department
Building Permit Application

Project Address: _____ Bldg/Suite/Unit#: _____

Legal Description: Addition _____ Block _____ Lot _____

Scope of Work (Please Be Specific): _____

- *New Construction-brand new primary structure on lot
- *Addition-adding square footage to existing primary structure
- *New Accessory- brand new secondary structure on lot
- *Accessory Addition-adding square footage to existing secondary structure
- *Remodel- interior or exterior modification to existing primary or secondary structure
- *Finish-out- remodel for a first generation occupant of a shell or white box space

***A Separate Application is Required for Each Structure**

Commercial (Please Check One): (Please Note: Apartments (3 or more units on a lot) are Considered Commercial Construction)

*New Construction: ___ *Addition: ___ *New Accessory: ___ *Accessory Addition: ___ *Remodel: ___ *Finish-out: ___

Total Square Footage Associated with Project: _____

Total Cost of Construction: _____

Total Cost of Construction without Mechanical/Electrical/Plumbing: _____

TDLR # (required if Cost of Construction is Over \$49,999): _____

Intended Use: _____ **Previous Use:** _____

Residential (Please Check One): *New: ___ (Single Family)or(Duplex) *Addition ___ *Accessory: ___ *Remodel: ___

For New Construction/Addition/Accessory Please Provide Applicable Square Footage:

(For Duplexes please provide totals for both sides)

Living Area _____ Garage _____ Porches/Patios _____ Storage Shed _____ Carport _____

Shade Structure _____

Other (Please Specify in addition to providing Square Footage): _____

Total Cost of Construction: _____

For Remodels: Electrical Work: Yes ___ No ___ Mechanical Work: Yes ___ No ___ Plumbing Work: Yes ___ No ___

3rd Party Company: _____

Inspections: Yes _____ No _____ Plan Review: Yes _____ No _____

Phone Number: _____ E-Mail Address: _____

City of Fort Worth Contractor Registration #: _____

Contractor's Business Name: _____

Phone Number: _____ E-Mail Address: _____

Site Contact Name: _____

Phone Number: _____ E-Mail Address: _____

Plans Exam Contact Name: _____

Phone Number: _____ E-Mail Address: _____

Applicant Name(Printed): _____

Phone Number: _____ E-Mail Address: _____

Applicant's Signature: _____ **Date:** _____



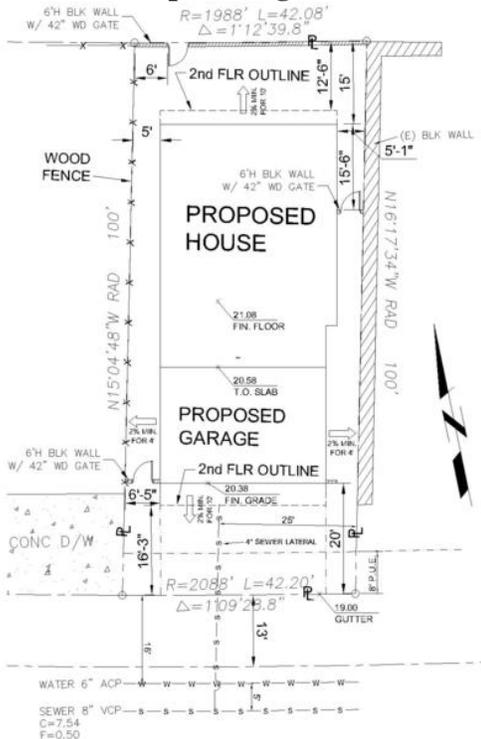
Plan Examples

Construction Documents. Information on construction documents shall be dimensioned and drawn upon suitable material. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. (Ref: Section 107.2.1 of 2015 IBC)

Site Plan. (Outside the building) A site plan depicts the location of the building on the lot, the size of the lot, the distance from the property lines to the building and the outline of the building. (Ref: Unit 1 of Basic Code Enforcement – Pg. 142) See diagram A.

Floor Plan. (Inside the building) A floor plan shows the layout and dimensions of the rooms in the proposed construction. Type and thickness of wall partitions can also be determined. Additionally, the location of sinks, toilets, bathtubs and appliances is shown. (Ref: Unit 1 of Basic Code Enforcement – Page 142) Floorplans will also provide the location of rooms labeled as to their use, doors, windows as well as mechanical and electrical fixtures. See Diagram B.

Site Plan Example: Diagram A



Floor Plan Example: Diagram B



**City of Fort Worth
Energy Compliance
Prescriptive requirements:**

WINDOWS

Max U-factor is 0.35

Max SHGC is 0.25

DOORS – U-factor

Uninsulated metal: 1.2

Insulated metal: 0.6

Wood: 0.5

Insulated, nonmetal edge, Max 45% glazing, any glazing double pane 0.35

INSULATION

R-13+5h or 20 insulation in exterior walls

R-38 insulation in the attic

R-19 insulation in the floor

PERMANENT SOURCE OF HEAT (select one):

- Mini-split system
- Connecting to the existing HVAC
- New HVAC – whole-house mechanical system compliance w/M1507

Signature _____